

JOB POSTING

DATE: October 07, 2015

POSITION: Howard County Prosecutor's Office – Caseworker, Title IV-D Child Support

SALARY: \$30,314.00 after completion of one year

HOURS: 8:00 A.M. – 4:00 P.M. MONDAY – FRIDAY

DUTIES: Maintain high volume of cases for Enforcement of Child Support, Provide secretarial support for Title IV-D Child Support Deputy Prosecutor's; any other responsibilities as assigned by the supervisors.

EXPERIENCE/QUALIFICATIONS: Experience in the legal field will be taken into consideration. Must be knowledgeable of computer skills including Word, Excel and general secretarial skills. Must be able to handle responsibilities and tasks efficiently. Must have the ability to work well with the public in person or by telephone.

EDUCATION: High School education with a preference of related experience.

To apply for the position, please send resume to the Howard County Prosecutor's Office, 104 N. Buckeye Street, Room 208, Howard County Court House, Kokomo, IN 46901, Attention Paige Kaufman, Office Manager, on or before October 16, 2015.

Hire Start Date – October 2015

Equal Opportunity Employer